

Admissions Finalization

PATH: CAL Components > Admissions > External Education

Finalization is OUA's verification process to confirm incoming students have met their Conditions of Admission. This document will first outline the steps, then provide an appendix of alternate actions, and finally will provide some alternative examples of different types of students.

Before beginning, we may have *Slate* and/or *UC Review* open to see the application or get the Student ID#. We may also want to log into *Perceptive Content* to view transcripts.

We must log into *Campus Solutions* and navigate to the External Education page to search for a student's record.

On the External	External Education	
Education search page,	Enter any information you have and click Search. Leave fields blank for a list of all val	ues.
enter the Student ID# and	Find an Existing Value	
click Search.	Search Criteria	
	Student ID: begins with Last Name: begins with First Name: begins with	
	Search Clear Basic Search 🖾 Save Search Criteria	
ho Evtornal Education		
The External Education bage for this student displays.	303 🖉 🛍 Checklist Application All Courses Taken Scores Evaluation	
bage for this student displays.	303 200	
bage for this student displays. This is the main page we'll	Checklist Application All Courses Taken Scores Evaluation	
bage for this student displays.	Checklist Application All Courses Taken Scores Evaluation Org ID Org for Cumulative Stats	ast
bage for this student displays. This is the main page we'll be using to complete	Org ID Org for Cumulative Stats Vecklist Application All Courses Taken Scores Evaluation Organization Career Find View All First ④ 1 of 2 ● L	.ast
bage for this student displays. This is the main page we'll be using to complete	Org ID Org for Cumulative Stats Vecklist Application All Courses Taken Scores Evaluation Organization Career Find View All First ④ 1 of 2 ● L	-
bage for this student displays. This is the main page we'll be using to complete	Checklist Application All Courses Taken Scores Evaluation Org ID Org for Cumulative Stats Career Career Find View All First ④ 1 of 2 ● L Academic Terms Data Management	-
bage for this student displays. This is the main page we'll be using to complete	Checklist Application All Courses Taken Scores Evaluation Org ID Org for Cumulative Stats Organization Career Find View All First ④ 1 of 2 ● L Academic Terms Data Number 1 Career Undergrad ▼ Academic Load ▼ Rem	-

Transcript Date Date Received Transcript Type Transcript Status

Final

Degree Status

Complete

Personalize | Find | 💷 | 🔢

Degree Date

05/08/2016

Finalization process

Description

IGETC

Received v 08/11/2016 3 08/11/2016 3 Official

Transcript
 Action

Degree 1 IGETC

Degrees/Proficiencies
 Update Degrees from Checklist

Data Medium

Hard Copy 🔻

Data Source

v I

First 🕚 1 of 1 🕑 Last

Data Source

School

School



Links to frequently used pages are at the top.

For example, the **Application** link goes to information about the applicant.

On the main **External Education** page, the **Org ID** drop-list shows all schools the student listed.

Review to ensure it is complete.

Note: Org for Cumulative

Stats combines data from all the schools to determine cumulative unweighted & weighted GPAs. On this page, verify degrees/breadth completed.

Scroll down to the Transcript section and check the Transcript Status is *Final*.

At the bottom, is the **Degrees** section that will show either: *IGETC*, *Essential Skills*, *UC Reciprocity* or *Other*. Verify this is complete.

iners iners			303	0	
Checklist	Application	All Courses Taken	Scores	Evalu	ation

Org ID	
	China Peoples Repub
Organiz	Org for Cumulative Stats
· · ·	Pasadena City College

Transcript									
Action	Transcript Date	Date Received	Transcript Type	Transcript Status	Data Source	Data Medium			
Received •	08/11/2016	08/11/2016	Official 🔻	Final	 School 	Hard Copy 🔻			
💌 Degr	▼ Degrees/Proficiencies								
Undate	Lindata Dagraas, fram Chacklist								

Update Degrees	from Checklist			
		Personalize	Find 🖾 📑 🛛 🛛 🖬	ïrst 🕙 1 of 1
Degree	Description	Degree Status	Degree Date	Data Source
1 IGETC	IGETC	Complete	05/08/2016	School

Checklist

Click the **Checklist** link at the top of the page to go to the Checklist management tabs.

We can doublecheck that all the schools are listed. We can add more by clicking the plus button at the bottom.

Check that the Status shows as **Completed**.

If we make any changes, make sure to click the **Apply** button below to save the changes.

When finished, click the **OK** button to return to the previous page.

Note: To finalize the records, we must have *Complete* statuses in all Checklist items (this will automatically update Checklist Management 1 tab to *Completed*).

Checklist Management	t1 C	hecklist Management 2					
Seg Kors Ing			ID:	303	0	11. Ali	
Checklist Date Time:		04/28/2016 11:24:19AM					
Administrative Functi	on:	Admissions Program	5	Status:	Completed		
Academic Institution:		UC Berkeley	5	Status Date:	08/11/2016		
Checklist Code:		Transfer Finalization	C	Due Date:	07/15/2016		
Checklist Item Table	е						
*Sequence *Item	0 Q	Next Steps	*Status Completed v Name: Undergra	*Status Date 04/28/2016	*Due Date 07/01/2016		+
ID:		•					
200 AIGET		UC IGETC	*Status Completed V	* Status Date 08/11/2016	*Due Date 07/15/2016		+
Responsible UCBUGA ID: *Sequence *Item			Name. Undergi		ins,onice of		
*Sequence *Item 300 ACLU	TR 🔍	CL Trans.	*Status Completed V	*Status Date 06/21/2016	*Due Date 07/01/2016		+
Respo	onsible	UCBUGA 🔍	Name: Undergra	aduate Admissio	ns,Office of		
ID: Org ID):	3030991094 QDes	cription: Pasadena	a City College			
*Sequence *Item 400 AHSC	LQ	TRANS	*Status Incomplete V	* Status Date 08/11/2016	*Due Date 07/01/2016		+
ID:	onsible		Name: Undergra		ns,Office of		
Org ID):	QDes	cription: Xin Hong	QIAO			
OK Cance	el	Apply					

Finalizing

Optional: On the Checklist

Management 1 tab page, use the Comments box to add comments to share with the Colleges.

This is recommended for college liaisons when working with special admit cases.

After adding comments, click the **Apply** button to save them. Then click **OK** to return to the External Ed page.

Back on the **External Education** page, we will select an institution to verify work.

From the **Org ID** drop-down, select a school.

Click **Courses Taken** on the right hand side to verify work from this school against the transcript.

Tip: Do <u>not</u> click the **All Courses Taken** link at the top - that displays courses from <u>all</u> schools. It is only recommended if the student has only attended 1 school.

5 (1) (1) (1) (1) (1)		IC):	0	Û
Checklist Date Time: *Administrative Function: *Academic Institution: *Checklist Code: *Status: Due Date: Due Amount: Comments:	04/28/2016 11:24:19A ADMP Q UC Berkeley AUTRFN Q Completed V 07/15/2016 3	Admissions Pro Transfer Finaliz Status Date:	ation	Variable	e Da
OK Cancel	Apply				
Checklist Application	All Courses Taken	Scores	Evaluation		
Org ID Pasadena City Colleg	e	T + -	2016 Fall Enrollme	nt	

Checkli		All Courses Take	en Scores	Evaluat	ion			
Org ID Pa	sadena City College		• + -	2016 F	all Enrollmer	ıt		
Organization	on							
Career	5 0							
Academi	c Terms							
Data Number	1	Career	Undergrad 🔻	Academi	c Load	Ŧ		
Term Type	Semester •	Dismissed from Sc	hool: 🗆					
Term Year	2016	Academic Level	Unknown 🔻	GPA	0.000	Courses Taken		
From Date	08/01/2013 🛐	To Date	05/15/2016	Units	0.00	Comments		

Berkeley Student Information Systems

The classes are organized by year and semester.

Verify all courses completed, units, grades, course level and term type.

We can add, edit, delete or move class information. See the appendix below for instructions.

Once a transcript is verified as official and final in *Perceptive Content*, – return to **External Education**.

In the Transcript section, change Action to *Received*. Then change Transcript Type to *Official* and Data Medium to Hard Copy of EDI.

Repeat these steps with each school.

Personalize | Find | 💷 | 🔜 Fall First 🕚 1-4 of 4 *School Subject *Course Name Subject *Grading Area Basis *Grading Scheme *Units *Grade *Official Grade *Career *Data Source *Course Level Term Type 1 MUSC Q 21 Q Music Appreciation TRFX Transfer Vgrd V 3.00 B 🔍 TB 🔍 Undergra 🔻 School 🔻 Regular V Seme V Q TA Q Undergra V School V Regular Q 1 Q First Year Seminar Q 5A Q Calculus 2 COLL TRFX 🔍 Transfer 🔻 Ugrd 🔻 3.00 A V Seme V 3 MATH TRFX 🔍 Transfer 🔻 Ugrd 🔻 5.00 A 🔍 TA 🔍 Undergra 🔻 School 🔻 Regular ▼ Seme ▼ TREFX C Transfer V Ugrd V 4.00 A Q TA Q Undergra V School V Regular 4 ESL 🔍 33A 🔍 ESL Reading and Writing - Leve • Seme • 2014 Select All Deselect All Add Delete Move Data Source School Term(Sem/Qtr) Winter

		Select All Deselect All Add Delete Move Data Source School Term(Sem/Qtr)												
	- 5	Spring								Per	sonalize Fin	d 🖓 🔣	First 🕚 1	-4 of 4 🕑 Li
		*School Su	bject *Course Nbr	*Course Name	Subject Area	*Grading Basis	*Grading Scheme	*Units *C	Grade	*Official Grade	*Career	*Data Source	*Course Level	Term Type
(1	ART	Q 11A Q	Foundation Drawing	TRFX Q	Transfer 🔻	Ugrd 🔻	3.00 A		TA Q	Undergr. 🔻	School 🔻	Regular 🔻	Seme 🔻 🗄
0	2	ART	Q 20A Q	Painting	TRFX Q	Transfer •	Ugrd 🔻	3.00 A	Q	TA Q	Undergr. •	School 🔻	Regular v	Seme 🔻 🛙
(3	ESL	Q 33B Q	ESL Reading and Writing - Leve	TRFX Q	Transfer v	Ugrd 🔻	4.00 N	IP Q	NP Q	Undergr. v	School v	Regular v	Seme 🔻 🖸
(4	ART	Q 1A Q	History of Western Art	TRFX Q	Transfer •	Ugrd 🔻	3.00 A		TA Q	Undergr. 🔻	School v	Regular v	Seme v

Chec	klist Application	All Courses Taker	n Scores	Evaluation		
Org ID	Pasadena City College		• + -	2016 Fall Enrollme	nt	
Organiza	tion					
Career				Find View All	First 🕚 1 of	1 🕑 Last
Acader	nic Terms					+ -
Data Numb Term Type	er 1 Semester v	Career Dismissed from Sch	Undergrad 🔻	Academic Load	¥	Remove
Term Year	2016	Academic Level	Unknown 🔻	GPA 0.000	Courses Taken	
From Date	08/01/2013	To Date	05/15/2016	Units 0.00	Comments	
Transc	ript					
Action Received	Transcript Date		nscript Type Tran ficial v Fina		a Source Data N hool v Hard	ledium Copy ▼

SCORES

To review test scores, click the **Scores** link at the top of the **External Education** page.

Checklist Application	All Courses Taken	Scores	Evaluation
-----------------------	-------------------	--------	------------

This will take us to the exams the student listed in the application.

If exams are missing, we can add information for record keeping but in order for the student to have access to the information, we must also add it in the Checklist page.

The Test Results page is divided into 2 parts.

The top section provides the test names, scores and dates taken.

The second half provides a detailed list of the exam types, names, scores and dates taken.

Test Results										
						* 🏦				
			3	03			•	@		
Tests						Find	View All	First 🧐	/ 1 of 2	2
*Test ID: ACT	Q	ACT				Checklis	t Item Updat	ie		
Defaults for Com	ponents									
Test Date: Data Source: V Acad Level:										
Test Component	s		Per	sonalize Fi	nd Vie		🔜 🛛 F	irst 🕚 1		
*Component	Score %tile	e *Test Date	*Data Source	*Acad L	evel	Letter Score	Date Loaded	Index		Stnd dmin
1 COMP Q	33.00	09/01/2015	School	V Unkno	wn 🗸	•	06/09/2016	Ħ		✓
<										
Related Content		Test Scores								
UCCS_A_REL_TES	STS- RelCor	ntent: Test S	cores							
Download results in :	Excel Spreads	Sheet CSV Tex	t File XMI File	(2 kb)						
View All	Exect oproduce			(210)			F	irst 1-14 o	f 14 La	st
Test ID		Test Compor	ient		Score	Te	est Dt	ID		
1 ACT COMP	P: Composite				33.0	0 09/01/2	015 3	03	1	
2 ACT ENGL	: English				36.0	0 09/01/2	015 3	03	1	
Tests						Find	View All	First 🕚	1 of 2	
*Test ID: ACT	Q /	ACT				Checklis	t Item Upda	te		
Defaults for Compo	nents									
Test Date:	31	Data Source	ce:	Ŧ	Ac	ad Level		v		
Test Components			Persor	nalize Find	View /	All 💷	📑 Firs	t 🕙 1-4	of6	La
*Component	Score %tile *1	Test Date	*Data Source	*Acad Leve		etter core Dat	e Loaded	Index	Stnd Admin	
1 COMP	33.00 0	9/01/2015 🛐	School 🔻	Unknown	T	06/	09/2016 🛐			+
2 ENGL Q	36.00 0	9/01/2015 🛐	School 🔻	Unknown	T	06/	09/2016 🛐			+
3 MATH Q	27.00 0	9/01/2015 🛐	School •	Unknown	T	06/	09/2016 🛐			+
4 READ Q	35.00 0	9/01/2015 🛐	School •	Unknown	T	06/	09/2016 🛐			+
Additional Test D	ata									
	_									
	- Relat	ed Content	Т	est Scores						
	Downloa	ad results in :	Excel SpreadSl	heet CSV	Text File	e XML F	ile (2 kb)			
							_			

				Fired									
View All First 1-14 of 14													
	Test ID	Test Component	Score	Test Dt	ID								
1	ACT	COMP: Composite	33.00	09/01/2015	303								
2	ACT	ENGL: English	36.00	09/01/2015	303								
3	ACT	MATH: Pre-2016 Math Score	27.00	09/01/2015	303								
4	ACT	READ: Reading	35.00	09/01/2015	303								
5	ACT	SCIRE: Science Reasoning	34.00	09/01/2015	303								
6	ACT	WR: Writing	24.00	09/01/2015	303								
7	AP	AP55: German Language & Culture	5.00	01/01/2012	303								
8	AP	AP93: World History	4.00	01/01/2014	303								
9	AP	AP07: U.S. History	4.00	01/01/2015	303								

Evaluation				
When all scores &				
transcripts have been	Checklist Applic	ation All Courses	Taken Scores	Evaluation
reviewed, click the				
Evaluation link at the				
top of the External				
Education page.				
Once all courses are				
verified; the Transcript	Application Evaluation O	verall Rating Committee Ra	ating <u>E</u> valuator Rating	
information is updated,	Resp Trans. And		ID 303	o (
the Checklists are all				
"Completed", then click	Academic Career: Undergr	aduate	Application Nbr: 0003	😼 🖻 💬
the Evaluator Rating	Prog Nbr: 0		Academic Program: Undergra	
tab.			Find View All First 🕚	1 of 1 🕑 Last
	*Evaluation Code: AU_	INTLTR Q Underg Ir	ternational Transfer	+ -
Change the Eval Status	*Evaluation Nbr:	1	Recalculate	E
to Complete .	Evaluation	Rating		Evaluation
The Comment section in			-	
this area is for	Eval Dt: 08/11/2016	Overall Ratin	g ID:	2
comments that can be	Comment: Missing Inte	er HS records. Not needed for e	ligibility 08/11/126 mlz	
shared with OUA staff.	Comment:			
Note: Comments for				
colleges can be left on the				//
Checklist Management	Application Ev	aluator Ratings 🔻 Go		
page.	Transfer To: Application Ev			
	OK Cancel	Apply		

We can verify if the transcripts show as "completed" to the incoming student.



Appendix: Actions

There are several actions we can take in the External Education page. Below are examples of each.

Adding an Institution

On the External Ed page, click the Plus button to add a school.	Org ID Org for Cumulative Stats
Use the Lookup icon to search for the school.	Add New External Org ID External Org ID OK Cancel
Use the Description field and change the search to <i>Contains</i> . Enter all or part of the	UC Add/Delete Organization Look Up External Org ID Add New External Org ID External Org ID: begins with v External Org ID Organization Type: begins with v
school name. Click the Lookup button.	OK Cancel Look Up Clear Cancel Basic Lookup Search Results Only the first 300 results can be displayed.
Click the result that matches the correct school.	External Org ID: begins with Description: contains Organization Type: begins with Clear Cancel Basic Lookup Search Results View 100 First I-6 of 6 External Org ID Description Organization 3030991926 College Of San Mateo SCHL 3031064401 Fusion Academy San Mateo SCHL
Click the OK button to add the school.	Add New External Org ID External Org ID 3030991926 Q College Of San Mateo
The school displays.	Checklist Application All Courses Taken Scores Evaluation
Note: We may need to add a new Checklist as well. See <u>Adding a</u> <u>New Checklist Item</u> .	Org ID College Of San Mateo College Of San Mateo Organiz Cuesta College Germany Germany Mission College Prep Cath Hs Org for Cumulative Stats Find View All Academic Terms Academic Terms Context Context Conte

Adding a Class



After selecting a school and clicking Courses Taken , review the classes.	ID 303	External Org ID 3030999	9479 Diablo Valley College
If a class is missing, we need to add it.	2015 Select All Deselect All	Add Delete Move Data Source Sch	hool Term(Sem/Qtr)
If the year is not listed, enter the Year and click the Plus sign.	Select All Deselect All	Add Delete Move Data Source Sch	hool Term(Sem/Qtr)
Once the year is added, click the Add link above the appropriate term.	Select All Deselect All	Add Delete Move Data Source Sch	Personalize
	NDF	purse Name plogical Anthropology	Subject Area *Grading Basis *Grading Scheme *Units *Grade *Official Grade *Career TRFX Transfer Ugrd 3.00 A TA Undergr

Fill out the appropriate information. Use the lookup buttons to search if needed.

2015						
Select All Deselect All	Add Delete Move Data Source S	School Term(Sem/Qtr)				
Winter				I	Personalize Find	1 🖓 🔣
*School Subject *Course , Nbr	Course Name	Subject *Grading * Area Basis S	Grading Scheme *Units	*Grade *Officia Grade	*Career	*Data Source
1 PHILO Q 130 Q	Critical Thinking: Reasoning	V045 🔍 Transfer 🗸	Ugrd 🗸 3.00	A Q TA C	Undergrac 🗸	School 🗸
Click the Apply button to save the new	Winter *School Subject *Course Nam 1 PHILO Q 130 Q Critical Thin Select All Deselect All Add Spring		Subject *Grading Area Basis V045 Q Transfer chool Term(Sem/Qtr)	*Grading Scheme VUits Ugrd V 3	*Grade *Official Grade	Personalize *Career (Undergrac
information.	Summer *School Subject *Course Nar 1 ANTHR Q 140 Q Biological A		Subject Area*Grading BasisTRFXTransfer	*Grading Scheme *Unit	Grad	Personalize sial *Career Q Undergr
When finished, click the OK button to return to the External Ed page.	Select All Deselect All Add	Delete Move Data Source S	School Term(Sem/Qtr))		

Moving a Class



After selecting a school and clicking the Courses Taken link, we review the classes.	2015 Select All Deselect All Add Delete Move Data Source Sch Winter	nool Term(Sem/Qtr)
	*School Subject *Course *Course Name	Subject *Grading *Grading Area Basis Scheme *Units *Grade
If a class is listed incorrectly, we can move it.	✓ 1 PHILO Q 130 Q Critical Thinking: Reasoning	V045 Q Transfer V Ugrd V 3.00 A Q
Select the checkbox next to the class and then click Move .		
As appropriate change the school, the year and/or the term.	Move Courses	
Then click OK .	External Org ID Diablo Valley College Year 2015 Term FALL OK Cancel SPR SUMR WINT	
Acknowledge the confirmation message by clicking OK .	2015 Select All Deselect All Add Delete Move Data Winter Messag	je
We can see the class is now in the correct term.	Select All Deselect All Add Delete Move Data	ully moved courses (24000,128)
	Select All Deselect All Add Delete Move Data Source Scho Summer *School Subject Nor *Course Name	ool Term(Sem/Qtr) Subject *Grading *Grading *Units *Grade Area Basis Scheme *Units *Grade TRFX Q Transfer ✔ Ugrd ✔ 3.00 A Q
		V045 Q Transfer V Ugrd V 3.00 A Q

Select All

(mass changes)

After selecting a school and clicking the Courses Taken link, we review the classes.

If we need to make a change that affects <u>all</u> the classes in a term, we can click the **Select All** link. That will check the box next to all the classes.

Г	Select All Deselect All Add Delete Move Data Source School Term(Sem/Qtr)														
	▼ Summer Personalize Find 🗇 🔢														
		*School Subject	*Course Nbr	*Course Name	Subject Area	*Grading Basis	*Grading Scheme	*Units	*Grade	*Official Grade	*Career	*Data Source			
V	1	ANTHR Q	140 🔍	Biological Anthropology	TRFX Q	Transfer 🗸	Ugrd 🗸	3.00	A Q	TA Q	Undergra 🗸	Self-Rpt v			
V	2	PHILO	130 Q	Critical Thinking: Reasoning	V045 Q	Transfer 🗸	Ugrd 🗸	3.00	A Q	TA Q	Undergra 🗸	Self-Rpt: 🗸			

We can then click other links, such as Move, change Data Source School, or Term.

Clicking Data Source School will change the Data Source to School for all the classes.

		Select All	Deselect	All	Add Delete Move Data Source Sch	1001 Te	rm(Sem/Qtr)								
	▼ Summer Personalize Find 🖉 🔢														
*School Subject *Course Name						Subject Area	*Grading Basis	*Grading Scheme	*Units	*Grade	*Offic Grad		*Career	*Data Source	
v	1	ANTHR Q	140	٩	Biological Anthropology	TRFX C	Transfer 🗸	Ugrd 🗸	3.00	A Q	TA	Q	Undergra 🗸	School 🗸	
•	2	PHILO	130	2	Critical Thinking: Reasoning	V045 G	Transfer 🗸	Ugrd 🗸	3.00	A Q	TA	Q	Undergra 🗸	School 🗸	

Clicking the Term(Sem/Qtr) link will change the Term Type.

If the Term Type is listed as Semester, it will change to Quarter. If it's listed as Quarter, it will change to Semester.

Г	Select All Deselect All Add Delete Move Data Source School] Term(Sem/Qtr)															
	- 5	Summer Personalize Find 💷 👪 First 🕚 1-2 of 2 🕑 La														
		*School Subject	*Course Nbr	*Course Name	Subject Area	*Grading Basis	*Grading Scheme	*Units	*Grade	*Official Grade	*Career	*Data Source	*Course Level	Term Type		
	1	ANTHR Q	140 Q	Biological Anthropology	TRFX Q	Transfer 🗸	Ugrd 🗸	3.00	A Q	TAQ	Undergra V	School 🗸	Regular 🗸	Seme 🗸		
	2	PHILO	130 Q	Critical Thinking: Reasoning	V045 Q	Transfer 🗸	Ugrd 🗸	3.00	A Q	TAQ	Undergra 🗸	School 🗸	Lower Dvs 🗸	Seme 🗸		

Transfer & Freshman Examples

UC Intercampus Transfer example: UC work with UC Reciprocity completed.

- 1. Verify schools attended by checking Org ID and the Checklist tab UC Review and/or SLATE.
- 2. Verify completion of Breadth w/ UC Reciprocity by checking *Degrees/Proficiencies* in External Ed tab.
- 3. Verify units completed via UC Review.

Log in to External Education page in *Campus Solutions* and verify schools attended under checklist tab and degrees earned. Update all statuses to *Completed* once you verify in PC that the transcripts are the final official ones.

*0	*14			*64-4	*64-44-	Dete *F	Dete		
*Sequence 300	*Item AIBEX			*Status Completed •	*Status 07/13/20		Oue Date 7/15/2016		+
300	AIBEX 🔍	IB Exams		Completed +	01113/20	10 01	1115/2010		
	Responsible ID:	UCBUGA	Q	Name: Underg	raduate Adm	issions,Of	fice of		
*Sequence	*ltem			*Status	*Status	Date *D)ue Date		+
400	ARECI	Reciproc.		Completed •	08/15/20		7/15/2016		
			1 -						
	Responsible ID:	UCBUGA	Q	Name: Underg	raduate Adm	issions,Of	fice of		
*Sequence	*Item			*Status	*Status	Date *D)ue Date		+
500	ACLUTR 🔍	CL Trans.		Received •	05/31/20	17 07	7/01/2016		
		UCBUGA							
	Responsible ID:	UCBUGA	Q	Name: Underg	raduate Adm	issions,Of	fice of		
	Org ID:	3030999661	QDesc	cription: UC San	Diego				
*Sequence	*Item			*Status	*Status	Date *E)ue Date		+
600	AHSCL 🔍	TRANS		Received •	05/31/20	17 07	7/01/2016		
	Responsible	UCBUGA	Q	Nemer Underm	advata Adva	incience Of	flag of		
	ID:	00000/1		Name: Underg			TICE OT		
	Org ID:		QDesc	cription: Nist Inte	ernational Sc	hool			
*Sequence	*Item			*Status	*Status)ue Date		+
700	AHSTR 🔍	HS Trans		Completed •	08/15/20	16 07	7/01/2016		
	Responsible	UCBUGA	Q	Name: Underg	raduate Adm	issions Of	fice of		
	ID:			_					
	Org ID:	3031569620	QDesc	cription: Geelong	Grammar S	chool			
ОК	Cancel A	Apply							
Chec	klist Applic	ation All Co	urses Tak	en Scores	Ev	aluation			
Org ID	Org for Cumulativ	e Stats		× + -	20	16 Fall En	rollment		
Organiza	ition								
Career						Find Vi	ew All First	④ 1 of 2	2 🕑 Las
- Acade	mic Terms								+ -
Data Numb	er 1	Career		Undergrad	Acad	lemic Load	d 🔹 🔻]	Remov
Term Type			d from S	chool:					
Term Year		Academi			GP/	0.0	000 Courses	Taken	
From Date		To Date			🖻 Uni	ts 0.0	00 Com	ments	
Trance	rint								
Transo Action	Transcript	Data Data Daa	aived T	ranscript Type	Transcript 6	tatue	Data Source	Data M	odium
Received	•	Date Reco	erved r		rranscript 3	tatus v			earum T
- Degree	es/Proficiencie	s							
	egrees from Che								
				5	sonalize Fir		F /	4 - 5 4 (4	1
Degre	e Descript	ion		Degree Status		nd 🖙 🎟 ree Date	First 🕙 Data Sou		Last
1 REC				Complete		5/2016	School		

Make sure to complete all information under Transcript section for all institutions attended.

Click on **Courses Taken** for each institution and compare all coursework and verify information provided. Pay special attention to **Grading Basis** and **Term Type** - the values should be **Trnsf UC** and **Quarter** correspondingly.

Г	Select A	AII D	Deseleo	t Al	I Add Delete	e Move	Data Source S	chool T	erm(Sem/Qti)												
I	Fall Personalize Find 🖉 🔢 First 🕚 1-3 of 3															1-3 of 3						
	*School Sub	ject	*Cours Nbr	e	*Course Name			Subject Area	*Grading Basis		*Grading Scheme	*Units		*Grade		*Offic Grade	ial ,	*Career	*Data Sourc	ce	*Course Level	Term Type
	MATH	Q	20B	Q	Calculus for Science	e and Engi	ı	TRFX Q	Transfer	۳	Ugrd 🔻	4	00	A+	Q	TA	۹ (Undergrad •	School	Ŧ	Regular •	Seme: •
2	2 CHEM	Q	6A	Q	General Chemistry	I		TRFX Q	Transfer	۳	Ugrd 🔻	4	00	A+	Q	TA	۹ (Undergrad v	School	Ŧ	Regular •	Seme: •
	3 MMW	Q	11	Q	Pre-History and An	cient Found	а	TRFXQ	Transfer	۳	Ugrd 🔻	4	00	A+	Q	TA	۹ (Undergrad •	School	¥	Regular •	Seme: •

To update, click the **Select All** link, then and click **Term(Sem/Qtr)**, this will update the information to all items selected. NOTE: **Grading Basis** will have to be updated individually.

Г		Select All	Des	elect /	All	Add Delete Move Data Source S	chool T	erm(Sem/Qtr)									
1	▼ Fall Personalize Find 💷 🔣 First 🕚 1-3 of 3 🕑																
		*School Subje	ct *Co	urse	*	Course Name	Subject Area	*Grading Basis	*Grading Scheme	*Units	*Grade	*Of Gra	ficial ade	*Career	*Data Source	*Course Level	Term Type
	1	MATH	Q 20E	3		Calculus for Science and Engin	TRFX Q	Trnsfr UC 🔻	Ugrd 🔻	4.00	A+ 🔍	TA	Q	Undergrad v	School •	Regular •	Quarte 🔻
	2	CHEM	Q 6A	Q		General Chemistry I	TRFXQ	Trnsfr UC 🔻	Ugrd 🔻	4.00	A+ Q	TA	Q	Undergrad v	School •	Regular •	Quarte 🔻
) 3	MMW	٦ 11	Q	F	Pre-History and Ancient Founda	TRFX Q	Trnsfr UC 🔻	Ugrd 🔻	4.00	A+ 🔍	TA	Q	Undergrad v	School •	Regular •	Quarte 🔻

Once all courses are verified, click the Evaluator Rating link. Set the Eval Status to Complete.

Application Evaluat	ion Overall Rating	Committee Rating	Evaluator Rating	
Responsible and		ID	30	3 🔗
Academic Career: Prog Nbr:	Undergraduate 0			03 💼 📔 🖗 dergrad Letters & Science
		Find	View All Fire	st 🕚 1 of 1 🕑 Last
*Evaluation Code:	AU_INTLTR	Underg Internati	onal Transfer	+ -
*Evaluation Nbr:	1		Recald	ulate Evaluation
Evaluation		Rating		
Eval Stat:	Complete 🔻	Committee Rating II	D:	٩
Eval Dt: 0	8/11/2016	Overall Rating ID:		٩

Freshman example: Regular HS transcript with College work completed and AP exams submitted.

- 1. Verify schools attended by checking Org ID.
- 2. Verify degrees completed by selecting HS record.

Checkl	ist Application	All Courses Tak	en Scores	Evaluation		
Org ID M	ission College Prep C	ath Hs	• + -	2016 Fall Enroll	ment	
Organizati	on					
Career				Find View /	All First 🕚 1 of 1	🕑 Last
Academ	ic Terms					+ -
Data Number	-	Career	Undergrad 🔻	Academic Load	T	Remove
Term Type	Semester v	Dismissed from Sc			Courses Taken	
Term Year	2016	Academic Level	Unknown 🔻	GPA 0.000	Courses Taken	
From Date	08/01/2012	To Date	06/15/2016	Units 0.00	Comments	
Transcri	pt					
Action	Transcript Date	Date Received Tr	ranscript Type Trans	cript Status	Data Source Data M	edium
Received	▼ 08/12/2016 🛐	08/12/2016	Official v Final	•	School 🔻 Hard C	ору 🔻
Degrees	/Proficiencies					
Update De	grees from Checklist]				
			Personalize	Find 💷 🔢	First 🕚 1 of 1 🕑	Last
Degree	Description		Degree Status	Degree Date	Data Source	
1 HS	High School		Complete	06/15/2016	School	

Select OrgID/Institution and click Courses Taken.

Note: Since the courses are limited we can use All Courses Taken link at the top of the page.

Se	elect	t All	Des	elect All	Delete	Dat	ta Source Scho	ol	Term(Sem/Qtr)															
	Personalize Find View All 🖾 👪 First 🕚 1-3 of 3																								
		Yea	ar	Term	*External Org ID		*School Subjec	t	*Course Nbr	*Course Name	Subject Area	*Grading Basis	*Grading Scheme		Units	*(Grade	Official Grade		*Career	*Data Source		*Course Le	vel	Term Type
	1		2014	SUMFQ	Cuesta College	۳	MATH	2	242 Q	Precalculus Alg	TRFX 🔍	Trans V	UGD	Q	5.00	0 A	A Q	TA	Q	Undergrac 🔻	School	۳	Regular	۳	Sen v
) 2		2015	FALL Q	Cuesta College	۳	ECON	2	201A 🔍	Principles of Ma	TRFX Q	Trans V	UGD	Q	3.00	0 A	A Q	TA	Q	Undergrac 🔻	School	۳	Regular	۳	Sen •
) 3		2016	SPR 🔍	Cuesta College	۳	EMS	2	201 🔍	Emerg Med Tec	TRFX Q	Trans V	UGD	Q	8.50	0 P	۲L Q	PL	Q	Undergrac 🔻	Self-Rpt	۳	Regular	۳	Sen 🔻
	0	Ж		Cancel	Apply																				

Verity work in Perceptive Concept. (PC) Noticed that EMS 201 was not listed in the transcript therefore, we leave the grade PL and Data Source as Self-Reported. Never delete any information.

INST	TUTION CH	REDIT:		
Summe	er 2014			
MATH	242	Precalculus Algebra	5.00 A	20.00
		IGETC: 2A 5.00 GPA-Hrs: 5.00 QPts:	20.00 GPA:	4.00
	2015 201A	Prin of Macroeconomics	3.00 A	12.00
		IGETC: 4B 3.00 GPA-Hrs: 3.00 QPts:	12.00 GPA:	4.00
****	L INSTITU		oints GPA 32.00. 4.00	******
++++	********	******** FND OF TRANSCRIPT *		******

Once we verify all course against PC we can check on AP scores by selecting the **Scores** link at the top of the page. This will take us to Exams the student listed in the application. If exams are missing, we can add information for record keeping but in order for the student to have access to the information, we must also add it in the Checklist page.

The first part of the Exams page provides the test names, scores and dates taken.

Te	sts										Fi	nd View All	First 🕚	1 of 2	۲	Last
*1	Test ID:	ACT		Q	ACT					Checklist Item Update						
[Defaults for Components															
Test Date: Data Source: V Acad Level: V																
T	Fest Com	ponen	ts				Per	sona	alize Find	Vie	w All d	리 🖪 Fir	st 🕚 1-4	of 6 🕐	La	ist
	*Compone	ent	Score	%tile	*Test Date		*Data Source		*Acad Level		Letter Score	Date Loaded	Index	Stnd Admin		
1	COMP	Q	33.00		09/01/2015	31	School	۳	Unknown	¥		06/09/2016]	√	+	-
2	ENGL	Q	36.00		09/01/2015	31	School	۳	Unknown	۳		06/09/2016			+	-
3	MATH	Q	27.00		09/01/2015	31	School	۳	Unknown	۳		06/09/2016			+	-
4	READ	Q	35.00		09/01/2015	31	School	۳	Unknown	۳		06/09/2016		√	+	-
	Additior	al Test	Data													

The second part provides a detail list of the exam types, names, scores and dates taken.

	Test ID	Test Component	Score	
1	ACT	COMP: Composite	33.00	09/01/2015
2	ACT	ENGL: English	36.00	09/01/2015
3	ACT	MATH: Pre-2016 Math Score	27.00	09/01/2015
4	ACT	READ: Reading	35.00	09/01/2015

Once we verify HS date of graduation, final test scores and official final college transcript, we'll click the **Evaluator Rating** link to complete the file. We will change the **Eval Status** to **Complete**, add the date, and any optional comments.

Academic Career: Prog Nbr:	Undergraduate 0	Application Nbr: Academic Program:	000.	🗳 🔛 💬 ers & Science								
		Find View All	First 🕚 1 of 1	🕑 Last								
*Evaluation Code:	AU_INTLFR	Underg International Freshmar	1	+ -								
*Evaluation Nbr:	1	Re	calculate Evalua	tion								
Evaluation		Rating										
Eval Stat:	Complete 🔻	Committee Rating ID:	Q									
Eval Dt:	08/12/2016	Overall Rating ID:	Q									
Comment:				~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~								
Transfer To: Appl	Transfer To: Application Evaluator Ratings v Go											
OK Car	Apply											



Transfer example: Transfer with IGETC and an international high school

- 1. View **Org IDs** to check schools. Check "Org for Cumulative Stats" to verify IGETC is complete.
- 2. Click **Courses Taken** and compare transcripts in *Perceptive Content* against self-reported classes.

Org ID Org for Cumulative Stat	S	✓ + -	2016 Fall Enrollmen	t	
Organization					
Career			Find View All	First 🕚 1 of 2	2 🕑 Last
Academic Terms					+ -
Data Number 1	Career	Undergrad 🗸	Academic Load	~	Remove
Term Type 🛛 🗸 🗸	Dismissed from Scl	hool:			
Term Year 2016	Academic Level	Unknown 🗸	GPA 0.000	Courses Taken	
From Date	To Date	31	Units 0.00	Comments	
Transcript					
Action Transcript Date	Date Received Tra	anscript Type Transc	ript Status Data	Source Data M	ledium
Received V 08/03/2016	08/03/2016 🛐 🔿	fficial V Final	✓ Sch	ool 🗸 Hard (Сору 🗸
Degrees/Proficiencies					
Update Degrees from Checklist					
		Personalize	Find 💷 🔣	First 🕚 1 of 1 🕑	Last
Degree Description		Degree Status	Degree Date	Data Source	
1 IGETC Intersegment	al General Ed	Complete	06/30/2016	School	

Review community college transcript against the self-reported data for the school.

2015												
Select All Des	elect All	Add Delete Move Data Source Sch	iool Tern	n(Sem/Qtr)								
P												
Select All Des	elect All	Add Delete Move Data Source Sch	ool Tern	n(Sem/Qtr)								
Spring								Pers	onalize Find	2 🔣	First 🕚 1-	5 of 5 🛞 L
*School Subject Nb	ourse vr	Course Name	Subject Area	*Grading Basis	*Grading Scheme	*Units	*Grade	*Official Grade	*Career	*Data Source	*Course Level	Term Type
🗆 1 ENGL 🔍 11	16 Q	College Reading Developement	TRFX Q	Transfer 🗸	Ugrd 🗸	3.00	A Q	TA	Undergr. 🗸	School 🗸	Regular 💊	Seme 🗸
2 JRNAL Q 11	0 Q	Mass Media of Communication	TRFX Q	Transfer 🗸	Ugrd 🗸	3.00	A Q	TA	Undergr. 🗸	School 🗸	Regular 💊	Seme 🗸
3 SPAN Q 12	21 Q	Second Term Spanish	TRFX Q	Transfer 🗸	Ugrd 🗸	5.00	A Q	TA	Undergr. 🗸	School 🗸	Regular 💊	Seme 🗸
4 ENGL Q 11	18 Q	College Writing Development	TRFX Q	Transfer 🗸	Ugrd 🗸	3.00	BQ	ТВ	Undergr. 🗸	School 🗸	Regular 💊	Seme 🗸
5 MATH Q 14	12 Q	Elementary Statistics with Pro		Transfer 🗸	Ugrd 🗸	4.00	A Q	TA	Undergr. 🗸	School 🗸	Regular 💊	Seme 🗸
Select All Des	elect All	Add Delete Move Data Source Sch	iool Tern	n(Sem/Qtr)								
Summer								Per	sonalize Find	🖓 🔜	First 🕚 1	4 of 4 🛞 I
*School Subject *Ci	ourse or	*Course Name	Subject Area	*Grading Basis	*Grading Scheme	*Unita	*Grade	*Official Grade	*Career	*Data Source	*Course Leve	Term Typ
1 ENGL (12	22 Q	Freshman English: Composition	TRFX Q	Transfer 🗸	Ugrd 🗸	3.00	A Q	TA	Undergra 🗸	School V	Regular •	Seme N
2 MUSIC Q 11	0 0	Music Appreciation	TRFX Q	Transfer 🗸	Ugrd 🗸	3.00	A Q	TA	Undergra 🗸	School 🗸	Regular	Seme N
3 BIOSC Q 10	12 Q	Fundamentals of Biological Sci	TRFX Q	Transfer 🗸	Ugrd 🗸	4.00	PS Q	TP	Undergra 🗸	School 🗸	Regular	Seme N
4 BIOSC Q 10	12 Q	Fund of Biological Scien	V019 Q	Transfer 🗸	Ugrd 🗸	4.00	PQ	TP	Undergra 🗸	School V	Regular	Seme N
Select All De	select Al	Add Delete Move Data Source Sc	hool Ter	m(Sem/Qtr)								
Tall								Pe	ersonalize Fin	d 🖓 🔣	First 🕚	I-7 of 7
*School Subject *C	Course br	*Course Name	Subject Area	*Grading Basis	*Grading Scheme	*Units	*Grade	*Official Grade	*Career	*Data Source	*Course Level	Term Ty
1 ECON Q 2	20 0	Principles of Macroeconomics	TRFX	Transfer V	Ugrd 🗸	3.00	A 0	TAQ	Undergra V	School V	Regular	Seme